II/N

N: Banking Policy-Faculty Credit for Teaching Internship, Independent study and Directed Teaching (or similarly named) Courses (Academics and Research)

1. Introduction
2. Purpose: To provide systems for compensating faculty for teaching mentorship courses, such as internships, independent study, and directed teaching (or similarly named) beyond their assigned teaching load by banking course credit over several semesters. This will not only compensate faculty for their labor but also incentivize faculty to develop and teach these courses, which are recognized as high impact practices, even though doing so will result in them teaching substantially higher course loads over time than their colleagues. This policy alleviates this concern by requiring departments, schools and colleges, and the university to allow faculty to bank enrollments from such courses over time.
3. Scope: This applies to all faculty and administrators serving in a faculty role.
4. Statement
   * Faculty in departments must create enrollment banking programs to allow faculty to bank student enrollments for internship, independent study, and directed teaching (or similarly named) courses that would not otherwise count towards a faculty member’s teaching load. Banking programs must be approved by the Dean.
   * Departments must track faculty participation in these types of mentorship teaching if they are the primary instructor who directly supervises the student, whether they are the instructor of record or not. If applicable, department enrollment banking programs should account for co-teaching or segmented courses.
   * Department banking programs must articulate how the contact hours of internships, independent study, and directed teaching (or similarly named) courses translate into bankable credit, based on the contact hour guidelines published in the MSU Denver Curriculum Manual. Different types of courses may accrue different amounts of bankable credit, depending on the amount of contact hours required.
   * Banking programs must be designed by the department to award a faculty member a course release equivalent to full-credit bankable course credits.
   * Faculty members can continue to earn bankable credit, even if a course release has been earned. Bankable credit does not expire, however course releases resulting from banked credit should ideally be used within 3 years from the end of the semester when enough bankable credit is earned to equate to a course release for a full course. Only one course release resulting from banked credit can be used at a time during the Fall or Spring academic semesters. Course releases resulting from banked credit cannot be used during the Summer semester unless approved by the Chair and Dean.
   * The Office of the Provost must create enrollment banking programs to allow faculty to bank student enrollments for University level internship, independent study, and directed teaching (or similarly named) courses that would not otherwise count towards a faculty member’s teaching load.
5. Procedures
6. Departments must develop banking programs based on the types of internship, independent study, and directed teaching (or similarly named) courses offered. Departments may submit a new banking proposal or a proposal for an enrollment program already in existence. Banking programs are submitted to the Dean for approval so that the Dean’s Office, in collaboration with department chairs, can ensure equity in the relationship between contact hours and bankable credit across departments.
7. Approved banking programs are submitted to the Office of Curriculum & Policy Development. The Office of Curriculum & Policy Development in conjunction with the Associate Vice President for Curriculum & Policy Development will formulate specific procedures for departments to submit a written banking program.
8. Departments create and maintain records regarding faculty banked enrollments and credit provided for course releases through their banking programs.
9. Definitions
10. Bankable Credit: The course credit a faculty member has accrued due to teaching Internships, Independent study and Directed Teaching (or similarly named) courses outside their designated teaching load. Bankable credit is calculated using the formula articulated in the Department banking program.
11. Course Release: A temporary reduction in a faculty member’s course load for a semester. Unlike Course Reassign Time, Course Releases should not necessitate a specific project or focus because they are compensation for labor already completed via the teaching of Internships, Independent study, and Directed Teaching courses beyond their assigned teaching load.
12. Internships, Independent study and Directed Teaching (or similarly named) Courses: Supervised, experiential learning coordinated by a faculty member for which the student earns course credit. Internship courses and Independent Study courses are defined by the MSU Denver Curriculum Manual.